



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

March 22, 2006

Dear School Administrator:

As part of our quality-assurance efforts for the Missouri Assessment Program (MAP), Regional Facilitators (RFs) will again this spring visit a few schools to meet with the district test coordinator, the building administrator and a few teachers to ask questions about the administration of MAP. This information will be used to identify strengths and weaknesses concerning the annual training for MAP administration. Feedback will also assist us with the development and outline of next year's Test Coordinator's Manual and Examiner's Manual. A copy of this letter and form was disseminated via list-serve to curriculum directors and test coordinators in all districts on March 21st.

The RFs will contact the test coordinator of your district to obtain a copy of the MAP testing schedule(s). They will use the enclosed form to collect information about the test administration. If your district is not one of those selected for a visit, you should use this form to collect information that may assist you with issues associated with local test administration.

The RFs will not disrupt the testing process nor inconvenience your staff during their visit. They will coordinate with the superintendent and building administrator prior to meeting with any other district personnel.

I appreciate your assistance in accommodating the RFs if they come to your district. If you have any questions about these quality-assurance efforts, please contact the Assessment Section at 1-800-845-3545.

Sincerely,

A handwritten signature in cursive script, reading "Stan Johnson", is positioned above the typed name.

Stan Johnson, Assistant Commissioner
Division of School Improvement

Enclosure

c: Walt Brown
Curriculum Section
Assessment Section
MAP Regional Facilitators
RPDC Directors
Area Supervisors of Instruction